AUTHORITY LETTER

(must be filled on minimum Rs. 20 Affidavit)

The Incharge Examinations
COMSATS Institute of Information Technology,
Defence Road off Raiwind Road, Lahore

It is stated that I **(name)** s/o **(father's name)** am a graduate of CIIT Lahore campus under registration number **(your complete registration number)**. I cannot come in person to receive my degree and final transcript due to **(Please mention reason)**. Therefore I hereby authorized Mr./Ms. **(Name and relation of person who will receive documents on your behalf)** to collect my original degree and final transcript on my behalf. I fully understand that the careful handling of these documents is the responsibility of authorized person and in case of any damage, forgery or loss of these documents; the CIIT will not be responsible for any compensation.

(Particular of yourself)

Name:_____

NIC. #_____

Address_____

Mobile #_____

Signature_____

Date_____

(Particular of your authority letter holder)

Name:_____

NIC. #_____

Address_____

Mobile#_____

Signature_____

Date_____

Witness 1

Name:_____

NIC.#_____

Address:_____

Signature:_____

Date_____

Witness 2

Name:_____

NIC.#_____

Address:_____

Signature:_____

Date_____

{Kindly attach a copy NIC for all signatories mentioned above}